

July 23, 2013

**JOB VACANCY ANNOUNCEMENT  
ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS**

|   |   |
|---|---|
| 222 North LaSalle Street, 13 <sup>th</sup> Floor<br>Chicago, IL 60601<br>Phone (312) 793-3250<br>Fax (312) 793-1335 | 3101 Old Jacksonville Road<br>Springfield, IL 62704<br>Phone (217) 558-4490<br>Fax (217) 785-3905 |
|---|---|

Applicant may be required to submit additional material or complete job specific tests for the position.

|                                |                                   |
|--------------------------------|-----------------------------------|
| <b>POSITION:</b>               | Attorney                          |
| <b>DIVISION:</b>               | Executive Office – Chicago        |
| <b>SALARY:</b>                 | \$63,376.00                       |
| <b>REPORTING RELATIONSHIP:</b> | Deputy Director, Executive Office |

**ESSENTIAL DUTIES:** Performs professional legal work in support of the Illinois Supreme Court's administration of the judicial branch. Performs legal research, prepares and reviews legal documents, and assists the Administrative Office of the Illinois Courts and judicial officials with a wide range of legal matters. Work is performed with considerable independence and latitude for professional judgment under the supervision of the Deputy Director.

Functions include: Conducts legal research and prepares memoranda of law on behalf of the Administrative Office and in support of court personnel throughout the state and other parties involved in the court system; Confers with Administrative Office staff on legal matters including office regulations, policies and procedures, contracts and activities; Reviews and analyzes proposed legislation and recommends changes or course of action; Provides staff support to judicial committees, including meeting agenda and materials, meeting minutes, and legal analysis; Drafts, revises or reviews Supreme Court Rules, administrative rules, rules of procedure or Administrative Office policies; Assists with Supreme Court Rules administered by the Administrative Office; Prepares narrative reports, correspondence and contractual agreements; Participates in training and educational conferences of judges and other court personnel; Performs other duties as assigned.

**SELECTION FACTORS:** Working knowledge of, and ability to apply, federal and state laws and court decisions to analysis of matters involving court administration; Working knowledge of court procedures; Skill in conducting legal research and preparing memoranda of law on a wide variety of court matters; Skill in providing legal advice on varied legal matters including ramifications of current or proposed office regulations, policies, procedures, contracts and other matters; Ability to draft or revise Supreme Court rules, administrative rules, rules of procedure or policies; Ability to analyze proposed legislation and recommend changes or to draft proposed legislation; Ability to prepare narrative reports, correspondence and contractual agreements; Ability to communicate effectively, verbally and in writing.

## **EXPERIENCE AND EDUCATION REQUIREMENTS:**

**Minimum:** A minimum of three years experience serving as legal counsel for a government, corporate or law office and graduation from a law school approved by the American Bar Association.

**Preferred:** Admission to the Illinois Bar. Knowledge and understanding of Illinois judicial branch structure and functions is desirable, but not required.

**PHYSICAL REQUIREMENTS:** Ability to sit for extended time periods. Occasional in-state travel.

**Interested persons should submit - via email or hard copy - a letter of interest, resume, and completed Judicial Branch Employment Application to:**

Administrative Office of the Illinois Courts  
Attention: Human Resource Unit, # 2705  
3101 Old Jacksonville Road, Springfield, IL 62704  
[courtemployment@IllinoisCourts.gov](mailto:courtemployment@IllinoisCourts.gov)

## **EQUAL OPPORTUNITY EMPLOYER**

**This position will remain open until filled. However, those persons submitting materials by August 15, 2013 will be given first consideration.**